



The next item in the President's report concerned the electronic elections software. Ms. Stafford reported that she has tested the poll function and confirmed it does work. However, the process of distribution and collection of results needs to be improved before the Assembly can use it for our April elections.

Ms. Stafford also announced that, besides the faculty who will speak under the Online Classes Discussion Item, Dean Primozic will address concerns about these classes in his report.

Ms. Stafford is also working with Carmen Wellborn to update the Faculty Assembly webpage, and the changes voted on to the constitution and by-laws have been uploaded. Carmen is making a few edits to get rid of incorrect information, including outdated committee memberships. In additional changes to the website, the mini-grant committee page has been updated. The administrative services site has a link to the mini-grant committee, and the page includes the application, the guidelines, a list of the funded mini-grants back to the 2015-2016 year, and a list of current committee members. The CFO will work on finalizing information about term limits and the like to be put on the website. As well, the Dean will update the website with information about the FPDC, and Ms. Stafford will try to set up links to the Faculty Assembly website from this page.

Ms. Stafford plans to attend the next local advisory board meeting on this upcoming Tuesday. She also met the Big 3 this morning to talk about faculty questions, Assembly concerns, and library issues.

Discussing the Assembly meetings that will take place in the spring, Ms. Stafford said that she will reserve SSTC 200 for the January-March meetings. The April meeting will be moved because the original date is on Good Friday. After discussion whether it should be moved to the Friday before or after, faculty members chose the 12<sup>th</sup> of April, the second Friday of the month.

Ms. Stafford opened the floor for questions, but received none. Ms. Stafford turned the floor over to the Dean of Instruction, Dr. Daniel Primozic.

**INFORMATION**

**DEAN OF INSTRUCTION'S  
REPORT**

**DEAN DR. DANIEL  
PRIMOZIC**

The Dean reported on some of the budgetary concerns faculty had, noting that the faculty development fund has been cut because of budgetary concerns and the deficit last year. The fund for Professional Development has been cut in half. Less money means fewer trips by faculty to conferences or to do research. The Dean did not approve the funding cuts, but did find out what happened to pass the information on. The Dean said he had talked with Ann Jarvis and it may be possible to apply for faculty development through her office. He also stated that mini-grants might be used for travel. The Dean will try to boost the budget for next year, but it may not be possible if funding is further diminished.

One faculty member reminded those present that that, given expectations for tenure and promotion, if there is less financial support for faculty to do these things, there should be fewer requirements for travel and conferences in the future. The Dean agreed that faculty should take this into consideration.

A member of the mini-grant committee clarified that mini-grants do not cover travel or presentations, although the guidelines for this might change in the future.

The Dean also stated that an unused money fund will be claimed by someone else because of budgetary concerns. Because of this, faculty should apply early so that our trips can be funded and another concern will not claim the FPDC funds.

Discussion then moved on to strategies to implement a new class schedule. One faculty member asked which tactics were being employed of those the Scheduling Committee had come up with. The Dean said that class cap increases are a last resort and are not currently being considered.

The Dean did say that he was considering formulating an Online Division, or Distance Learning Division: this would allow for many online courses that should handle the new influx of Academy students, but also any kind of bottleneck for registration, such as students who found themselves on waiting lists. This would mean that full-time UNM-Gallup faculty would not need to fear for their jobs.

Faculty then asked for clarification, including whether McKinley Academy students can register for online classes. The Dean said they could do so, although they would also be enrolled in face-to-face courses. To concerns about adjuncts teaching and how many adjuncts would be hired, the Dean revealed that there would be a meeting after the Faculty Assembly session to look into numbers. In responses to further questions, Dean Primozic also stated, while the needs of the schedule meant UNM-Gallup will need to hire more adjuncts, it does not intend to do this merely to increase the numbers of non-full-time faculty. Hiring full-time faculty cannot happen for every position, and the Dean is mostly concerned about avoiding waitlists.

Recruitment of online instructors will happen nationally, and the Dean intends to search for people who have terminal degrees and online experience. The committee charged with doing so will be turned over to faculty, and will have a coordinator who will be hired because this will be essentially a new division. The Dean foresees assessment, setting up faculty with required numbers, and more second-eight-week courses for the spring. This will help avoid large increases of evening courses for full-time faculty.

Faculty members asked who the new coordinator would be. Dean Primozic envisions them being a faculty member, perhaps with a few course releases. The meeting this afternoon, he said, would consist of the chairs, the online committee representatives, Brittany Babycos, and himself. To questions about whether online faculty might end up teaching in two divisions, the Dean agreed that this might be the way it ends up being separated. The new division may be established soon, but the Dean does not have information about this right now.

A faculty member asked whether ABD candidates from main campus might be considered for online teaching jobs. However, because of deadlines from the UNM campus, we cannot alter job postings just yet. This might make for a problem with UNM bureaucracy.

Another Assembly member asked a question about the proposed target audience for online instruction, and who we will be marketing these courses to. The Dean said that it might include main campus students, who could prefer the lower fee per credit hour they would be charged if they take classes through UNM-Gallup. One concern came up about whether main campus would allow this to happen, given that Los Alamos was not permitted to offer classes like this in the past. However, Dean Primozic has spoken with the Senior Vice-Provost, and she said she would help us.

Another question arose about whether we would lose enrollments in regular classes after creating the online division. Dean Primozic stated that this is an experiment, and will help avoid overstuffing classes. The college is employing more evening and weekend courses, as well as course rotation and sequencing. The J-term in January hasn't been tried yet, but might be for the next academic year. Most other techniques are being employed to avoid an increase of course caps.

The Dean reminded faculty to do their mandatory training for UNM. Suggestions for programming for faculty development week can be submitted to the Dean's office. One faculty member asked about

whether transportation might be provided to the fall graduation for people who wanted it. The Dean invited the asker to submit an e-mail about the option so that his office might consider it.

No more concerns arose, marking the end of the Dean's report. Ms. Stafford turned the floor over to Dr. James Malm, CEO of UNM-Gallup.

**INFORMATION**

**CEO'S REPORT**

**DR. JAMES MALM**

Dr. Malm congratulated several faculty on their recent publications. He also reported the publication of five weekly briefs since the last Assembly meeting, along with 40 reports that each has hundreds of pages of detail. Finally, he described the Big Three meeting that morning, which concerned the question of what the Assembly would like him to say about the issue of the day.

Brittany Babycos attended the meeting to give an update on the Environmental Scan, which she stated has produced a lot of information. The next update will be during Faculty Development Week in Spring.

Dr. Malm then began to speak about campus climate, which he says is in the ether, more than concrete, and concerns each of us as individuals and how we feel about the institution. Dr. Malm feels strongly about UNM-Gallup's mission; hundreds of mission cards have been printed. This is vital for the HLC visit. Dr. Malm restated the mission: that we prepare people to achieve their professional and educational goals. He aims to tackle the mission in all his meetings. There are measures to achieve these goals, including performance measures (seven of them) that we are held to by organizations such as the HLC, and we are currently coming up short. A quarter of a million dollars was cut last year because we were not achieving all seven performance measures. Because the performance measures include such criteria as how many students are registered and attending, it is a serious concern that we turned away 250 students on waitlists this past semester, and that we are currently down about \$65,000 in credit hours. The shortfall will compound in spring from \$65,000 to about \$130,000. Student success is down, along with financial soundness, the other criteria that Dr. Malm has concentrated on since his appointment.

These criteria also affect how outside organizations see the campus. The co-chair of the LFC called Gallup out in a moment of frustration and said our campus is the worst in the state when it comes to graduation rates marking student success.

Dr. Malm stressed the need for precision with lawyers, university administrators, elected officials, and the OEO that good administrators have. He also stated that this is a challenging time that will include stresses as we shift to meet the changing demographics of students (for example, our average student age may drop). There is help for faculty members in things like the campus's EAP. He also hoped that faculty will continue to strive for mutual respect and universal collegiality. Both have to be present, and one missing is a problem. On the other hand, Dr. Malm stated that he thinks it is mostly a small minority that is unhappy with the campus climate.

One Faculty Assembly member asked for more positivity in the CEO's reports. Another stated that we will not alleviate our retention concerns merely by working with waitlists; we need to address student problems such as poverty and lack of affordable transportation. Dr. Malm replied that retention is one of our performance measures, and we report on those numbers. Currently, we do not have good numbers. Student success covers these, and the administration can talk about it at the next Assembly meeting. He sees teaching as the biggest and best measure of what we can provide our students—for example, 40% of what we do as an institution comes from English, Math, Biology, and Chemistry. It might extend to 50% with classes in Nursing.

Dr. Malm went on to explain that UNM-Gallup is not designed to alleviate student problems with transportation or housing; we also do not have the funds to do so. We need to be excellent at our teaching, as is our mission.

One more question was asked, about the timing of the HLC visit in March, and then Dr. Malm finished his report. Ms. Stafford turned the floor over to Mr. Robert Griego, CFO for UNM-Gallup.

**INFORMATION**

**CFO'S REPORT**

**MR. ROBERT GRIEGO**

Mr. Griego spoke about the campus not having adequate funding for all possible goals, which is one reason that we should use our mission statement as a guide. Our major monetary commitment is in salaries, as well as retirement plans and fringe benefits. Due to the state having had tough economic conditions for several years now, we do have limited resources. The morning meetings that Mr. Griego plans to hold will help to plan next semester and the campus's financial future beyond this.

The CFO has published mini-grant committee information that he already has on the website. As well, he has overseen the publication of finances for Period 3. We are still within budget.

No other faculty members had questions, so Mr. Griego ended his report. Ms. Stafford then turned the floor over to Jayme McMahon, Director of Student Services.

**INFORMATION**

**DIRECTOR OF STUDENT SERVICES' REPORT**

**DIRECTOR JAYME MCMAHON**

Director McMahon began her report by stating that enrollment statistics are run every day and reflect the previous day in terms of registration. They are then compared to the same day in the previous year. Our current enrollment for spring is 514 students this year compared to 395 last year. This is a 30% increase in headcount and 36% increase in credit hours. The last-minute registration rush that happens often contains students from the previous semester.

Director McMahon thanked the faculty for letting Student Affairs employees attend and talk at the Assembly meetings. She went on to detail the status of student drops and important deadlines as the end of the fall semester nears. Students need permission to drop a class at this point, and should be referred to Student Affairs. December 14<sup>th</sup> is the final day to report the removal of an Incomplete grade given last year. Students who are eligible for graduation cannot apply to graduate if they have an Incomplete or non-reported grade.

Next-level forms for students to continue in English and Math Classes are available, and students can request them when they visit their advisers. Director McMahon is working with the registrar in Albuquerque to implement automatic drops for students who try to register for classes without having completed the prerequisites, but that system isn't currently in place. She emphasized that faculty have to give permission for students to enter closed classes or classes they don't have the prerequisites for; this is not something Student Affairs can do for them. For next semester, Director McMahon will be sending out recommended faculty syllabus language for ADA, Title IX, and academic dishonesty statements.

Fall semester graduation will be December 15<sup>th</sup> at Miyamura High School. Faculty should be at the school by 9:30 AM; the ceremony begins at 10. There are currently 167 potential graduates, including students who completed requirements during summer classes. Our commencement speaker will be the Interim Senior Vice-Provost. The students will receive information about regalia and what additions to regalia are

allowed or not allowed. Director McMahon also added that her office would like to establish a process for people to recommend commencement speakers. She stressed that Student Affairs does not have a budget for honorariums; however, they may be able to pay for travel costs. They would prefer speakers who have a connection to campus.

As a final note, Director McMahon said that she can prepare documents about the retention strategies that her office and the campus in general are employing.

At this point, Director McMahon ended her presentation. Ms. Stafford turned the floor over to Dr. John Burke.

**INFORMATION**

**CAL TASK FORCE  
UPDATE**

**DR. JOHN BURKE**

Dr. John Burke talked about the CAL Task Force; he said that the Dean has formed it with a charter to improve CAL both now and in the future. This means they are looking for faculty, student, and tutor input. This will include information on budgetary constraints and research on best practices. The task force has held two meetings, and there will be another in a few weeks.

The members of the task force are Dr. Carmela Lanza, Dr. Bruce Gjeltema, Dr. Carolyn Kuchera, Professor Tom Kaus, Dr. Burke, Dr. Alok Dhital, and Dr. Aretha Matt, as well as research librarian Jim Fisk, and John White and Karla Baldonado for CAL itself.

**DISCUSSION ITEM**

**ONLINE CLASSES**

**MS. CECILIA STAFFORD**

**DISCUSSION**

Ms. Stafford opened the discussion by saying the Ops Committee thought talking about online classes was a good idea.

The first response came from Dr. Sabrina Ezzell, who said that the Dean has asked her to chair an Online Assessment Task Force. The task force also includes Professor Tom Kaus, two representatives from the Education, Health, and Human Services Division, and Professors Robert Galin and Michael Williams as volunteers from Arts & Sciences. One conclusion reached by many people is that the face-to-face peer evaluation tool does not work for online classes. The task force had looked at examples of the online class evaluation tool from the UNM main campus and UNM-Valencia; Valencia uses a condensed version of the UNM main one. This assessment tool guides new courses and evaluates online ones. Dr. Ezzell will request that we pilot this tool next semester, and look at what might need to be changed to make it more effective for our online program. Dr. Ezzell planned to talk in the meeting to be held after the Faculty Assembly about changing these standards to better fit online courses.

Dr. Ezzell also wants to start a standing committee on online teaching and assessment. Its charge would include components like faculty training. The name Faculty Online Teaching and Review Committee would be borrowed from Valencia. The duties will be worked out, and the committee will go through the Ops Committee for approval.

Faculty members began to ask questions about the task of the committee, such as whether it would evaluate online teaching. Dr. Ezzell replied that it would come up with an ongoing way to assess classes. She felt strongly about it becoming a Faculty Assembly Committee because it would then be more protected. About who faculty should approach with their concerns about the online initiative, Dr. Ezzell

said that for now, those concerned should approach the Dean, but that addressing these issues might be part of the committee's tasks in the future.

No more faculty had questions for Dr. Ezzell about the proposed committee, so the discussion moved on to concerns about online classes in general, such as what would happen if an online class impacts face-to-face classroom enrollment. Several faculty members were concerned that this will inevitably happen if we multiply the online classes, including the online classes changing the feel of the campus and our demographics. For example, presenting students with help in literacy outside a face-to-face situation may be harder and not succeed for all those taking an online course. We may also be abandoning local students who need our campus in order for us to pick up main campus credits.

For some faculty, the issue boiled down to whether UNM-Gallup is a place-based campus or an online college, and whether we can bring online students up to college level or not, given the extra support many of our local community need. We may also see impacts to shared governance if we do not know in advance about major changes like the establishment of an online division. Other concerns presented include the fact that online classes at UNM-Gallup have a larger failure rate than face-to-face courses, our students perhaps not having a desire for online classes, our mission possibly changing if we lose sight of our current students, and whether the new division will be replicating courses and divisions that we already have.

Faculty shared anecdotes of students who register for online courses without a computer or computer access, or other equipment they may need, such as printers. Some may sign up for such classes without realizing they are online.

A discussion followed about who would teach the online classes. Some faculty were concerned about the problems of adjuncts and contingent labor. They thought full-time online instructors or an enrollment coordinator might work better.

One faculty member asked whether chairs had been invited to discuss the ideas around establishing more of an online presences; the answer was yes.

Other faculty members argued that students should remain in academic units in the divisions we currently have. They clarified that they are not anti-online education, but request a more thoughtful response. Online classes, they point out, might not be necessary unless we have full face-to-face classes, and second-eight-week online courses might or might not be needed. It also takes time for chairs to evaluate the adjunct candidates who might apply to teach these classes, making them not a good "quick" solution.

Faculty who were going to attend the online meeting this afternoon agreed to speak and represent faculty voices and other options, such as an online coordinator who could work with chairs to set up assessment, rather than creating a new division. On this note, the discussion ended.

## INFORMATION

## COMMITTEE REPORTS

## COMMITTEE CHAIRS

### DISCUSSION

#### **President Stafford asked for committee reports:**

**Senator to Albuquerque, John Burke/Tracy Lassiter:** Dr. Burke spoke about the advance of common course numbers, to be implemented next fall, and that the Regents' behavior is being criticized by the Faculty Senate. President Stokes shared the criteria for performance with the Faculty Senate, which will affect us less than it will the main campus. The main campus has a different attitude toward enrollment, and we have fewer traditional students. Dr. Burke also mentioned the Grand Challenge Initiative which

was discussed at the Faculty Senate meeting and which is looking for feedback and ideas from diverse audiences.

**Budget Review Committee:** This committee met the morning of the Faculty Assembly meeting, partially to develop an internal budget calendar. During the month of February, the campus budget is presented to the advisory board for final approval. The main campus does prepare based on a different calendar, but this calendar is not as relevant to us.

The Committee wanted faculty input, and wanted to share a working draft of the calendar with the Faculty Assembly. They should have one by December or early January. The Budget Review Committee wants to report to the Faculty Assembly on the budget in some detail. To that end, they asked the Faculty Assembly to vote on a motion.

**Speaking for the Faculty Assembly Budget Committee, I move that:**

The Faculty Assembly direct the Budget Committee to ask the Administration to provide a preliminary draft or working budget for FY 2019-2020 by December 7, 2018. This will allow the Budget Committee sufficient time to elicit faculty recommendations to be incorporated into deliberations and recommendations to the administration for the final 2019-2020 FY Budget.

**Motion:** Silvia Andrew

**Seconded:** Yes

**Discussion:** None

**Voice Vote:** Unanimous

**Motion carried:** Yes

A discussion about the budget followed. Faculty asked about the institution's profit for the last year and why drastic changes such as the amount of money available through the FPDC being cut had happened. Answers came from those who had attended the budget workshop that happened with administration. The profit went back into the reserves. Every faculty member, some urged, should look over the budget, and Assembly members should send recommendations about it to the administration.

Some immediate recommendations included supporting instruction as the heart of the institution. Other wanted more details about what the local advisory board had approved. Faculty members acknowledged that asking for these details could be controversial, but said that it is an important part of shared governance; the Budget Review Committee needs to know the options, and to be able to review the budget.

**Teaching Excellence Committee:** This committee met a few weeks ago, but had nothing to report.

**Constitution and By-Laws Committee:** This committee has posted the revised constitution on the website. Further changes and updates can be sent to Dr. Lilia Cuciuc, the chair, if necessary.

**CARC Committee:** The chair reported that this committee will hold a meeting on the 30<sup>th</sup> of this month, and that this should wrap up assessment. He had received some assessment reports from faculty teaching in the appropriate areas, and planned to turn in the total report to Albuquerque at the end of this semester.

**Faculty Committee on Student Affairs:** This committee had seen no cases.

**Curricula Committee:** This committee met to table some forms and to approve the Coding Certificate. They will be looking at forms for programs/certificates such as bookkeeping, health and information technology, cosmetology, and general studies.

**Library Committee:** This committee's meeting will happen after Thanksgiving Break. The Library will have a speaker come in March. Ms. Stafford also said that she will remind faculty by e-mail of the survey on library usage.

**Long-Range Planning and Resource Committee:** This committee has held several meetings. They have completed the first phase of the charge from Dr. Malm's office. This phase has concentrated on our targets and themes and generated a lot of ideas.

The committee will now be stepping back and digging into the plan. Professor John Zimmerman said that he thinks faculty should not be chairing the committee. He will meet with the administration and ask them what should happen. We may have people from main campus come in to lead the committee. The Long-Range Planning and Resource Committee will maintain the faculty parts of the plan, while some other parts will remain internal to the administration.

**DISCUSSION**

**OTHER BUSINESS**

**VARIOUS**

DISCUSSION

**Ms. Stafford opened the floor for comment on other business:**

One faculty member reminded the others that there would be a meeting this afternoon about unionization on smaller campuses. There would be notes available from it later. It is connected to the Association of American University Professors and to Academic Freedom and Tenure.

**ACTION ITEM**

**ADJOURNMENT**

DISCUSSION

**Motion to adjourn:** Matt Mingus  
**Seconded:** Yes  
**Voice vote:** Unanimously approved  
**Motion carried:** Yes

**Meeting adjourned at 2:25 PM, by Faculty Assembly President Cecilia Stafford.**

**Recorded by:** Keri Stevenson, Faculty Assembly Secretary on November 16<sup>th</sup>, 2018.